

# JOB OPPORTUNITY

**Job Opportunity Bulletin:** 06-180

**Final Filing Date:** June 1, 2007 or Until Filled

Position:	Salary:	Location:
Business Service Officer I (Spec) or Business Service Assistant (Specialist)	\$3538 - \$4300 or Rg. A \$2413-\$2934 Rg. B \$2724-\$3313 Rg. C \$2950-\$3586	Office of Statewide Health Planning and Development Division of Administration Business and Contract Services 1600 9 <sup>th</sup> Street, Room 400

## General Statement:

**Do you want to work in an organization that is a 2006 Sacramento Workplace Excellence Leader award winner?** Join Us! OSHPD's Administration Division is looking for an energetic, detail oriented team player to join the Business and Contract Services (BCS). You can touch the lives of over 30 million people by helping us achieve our vision of promoting Equitable Healthcare Accessibility for California.

The Business Service Officer I (BSO I) performs a variety of technical and analytical business service duties in a variety of functions, i.e. purchasing, space planning, facilities management, capital outlay and contracting and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

## Desirable Qualifications:

- Excellent interpersonal, customer service and computer skills.
- Good work habits, attendance, and attitude.
- Ability to multi-task, take initiative and prioritize work.
- Excellent writing skills including spelling, grammar and organizational skills.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management, support staff and the public.

## Who May Apply:

Applications will be accepted from individuals currently in the above classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointment is subject to SROA policies. **Will consider Business Service Assistant (Spec) for recruitment purposes.**

# OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450  
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested parties should submit a State Examination and/or Employment Application, Std 678, and a resume to:

Office of Statewide Health Planning and Development  
Division of Administration, Lucila Martinez (**JOB #06-180**)  
1600 9th Street, Room 400  
Sacramento, CA. 95814

For more information contact Lucila Martinez, Business and Contract Services Manager at (916) 654-1940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

